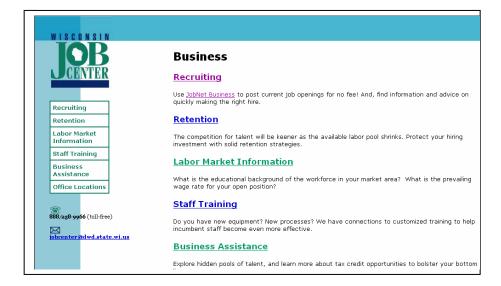# Registering to Post Jobs on

JobNet Business

It's easy to create, edit, remove and reopen job orders using JobNet Business. Simply register to use the system, then start entering and managing your job orders.

1. Register by going to www.wisconsinjobcenter.org. Click on "Business", then on the "JobNet Business" link under Recruiting.
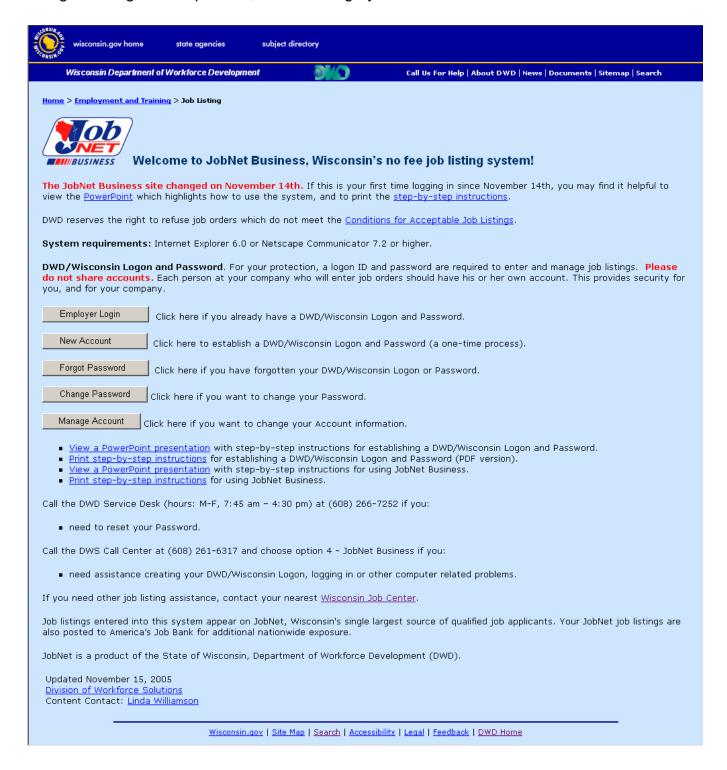
2. This is the Login page you will use to register and access JobNet Business.

   Please do not share accounts. Each person at your company who will enter job orders should have his or her own account. This provides security for you, and for your company.

   To begin the registration process, click on the gray New Account button.

3. As a new user, you need to create an account. To do that, click on the link in Step 1.

4. This is the DWD/Wisconsin Logon Management System screen. Please review the information on this screen, then click on the Self Registration link.

5. Please read the information on the Self Registration screen. Use the scroll bar on the right side of the User Acceptance Agreement to view the entire message.

   Click on either the Accept or Decline button. The Accept button will allow you to continue with the process. The Decline button will redirect you to the previous page.

6. Complete the fields on the Account Creation screen. When you have completed the form and proofed it, click on the Submit button.

   If you wish to clear the screen and start over, click on the Reset button.

7. The information you keyed is displayed. To continue, click on the "return to DWD/Wisconsin Logon Menu" link.

Account Creation

Your DWD/Wisconsin Logon profile was successfully created.

- make changes to your logon information

- return to DWD/Wisconsin Logon Menu

- DWD Homepage

Profile Information

Logon Id	gatewayfoods2
First Name	Lou
Middle Initial	
Last Name	Roberts
Suffix	
E-Mail	lroberts@ultimatecorp.com
Phone	(608) 781 - 3126
Mailing Address	
Street Address	1525 Main St
City	Stoughton
State/Province	Wisconsin
Zip/Postal Code	53589

Logon ID/Password Recovery

Secret Question	What color is a banana?
Secret Answer	Yellow

Your DWD/Wisconsin Logon profile was successfully created.

- **make changes to your logon information**

- **return to DWD/Wisconsin Logon Menu**

- **DWD Homepage**

8. Enter the User ID you created in the User Name field. Enter the Password you created in the Password field. Click on the OK button.

9. Complete the fields on the Initiate Request for Contact screen (see picture on next page). When selecting the County/Job Center, use the one where your company is located.

   It is not necessary to register with multiple Job Centers. Your local Job Center is able to post all of your openings, regardless of where in Wisconsin the opening is occurring.

   When you are finished entering data on this screen, click on the Submit button.

JobNet Business - Initiate Request for Registration

[Submit]

Employer Information:

* Company Name: [   ]

* Street Address [   ]
  [   ]

* City: [   ]

* State: [▼]

Zip Code: [   ] - [   ]

FEIN Code: [   ] [##-#######]

UI Account Root Number: [   ]

Site Company Description:
[   ]

Text Limit: 2000 | Text Entered: 0

Contact Information:

* Role, Title or Business Area: [▼]

Salutation: [▼]

* First: [   ]

Middle Initial: [   ]

* Last: [   ]

Account ID: wiextacc\gasngo

* Telephone: [   ] [   ] - [   ]   Extension: [   ]

Cell Phone: [   ] [   ] - [   ]

Fax: [   ] [   ] - [   ]   Extension: [   ]

* E-Mail: [   ]

May we contact you at this address for general job center announcements?

⦿ Yes ○ No

Preferred Method of Contact:

○ Telephone

○ Email   [Clear Selection]

○ Fax

○ In Person

* County/Job Center:
[▼]

Request Type: Registration

Comments: If applicable to this request, please enter any comments below. We would appreciate as much information as possible.
[   ]

Text Limit: 2000 | Text Entered: 0

[Submit]

10. You have now registered! Someone from the local Job Center will contact you to complete the registration process. As soon as that happens, you will be able to log on and use the system.

To locate the Job Center nearest you, you may call 888-258-9966 toll-free, or you can view the directory by going to www.wisconsinjobcenter.org and clicking on "Business", then on "Office Locations" on the far left menu.